INSTRUCTIONS
FOR
COMPLETING PERPETUAL INVENTORY
(FORM KY-FD-20)

GENERAL INSTRUCTIONS

Effective fiscal year 90/91, all agencies receiving USDA foods are required to keep a Perpetual Inventory using Form KY-FD-20. This inventory system was implemented for accountability and tracking purposes. The Perpetual Inventory for each agency will checked closely when Administrative Reviews are conducted by Food Distribution Regional Coordinators.

This inventory should be kept in a three (3) ring notebook, **ONE** commodity per page, and in the quantities listed on the KY-FD-20-B. All foods are to be kept by **"SMALLEST PACKAGING UNIT."** It is recommended that USDA foods be left in their cases, if possible, to simplify the physical inventory at the beginning or end of each month.

FORM INSTRUCTIONS

For further clarification, see the attached sample.

ITEM:

READ CAREFULLY

(1) USDA FOOD _____ - Enter name of USDA food on this line as it is shown on the KY-FD-20-B, Column 1. (e.g. Shortening Solid).

(2) KEPT BY NUMBER OF _____ - List food in the quantity shown on KY-FD-20-B, Column 2. (e.g. #3 cans)

COLUMN:

(3)   TRANSACTION DATE - List date of any transaction involving receipt, usage, loss or transfer of USDA foods.

(4)   AMOUNT REC"D - List quantity of food received in smallest units. (e.g. 2 cases of Solid Shortening should be listed as "24 (12-3# cans per case)).

(5)   PACKING DATE - List packing date (month & year) shown on case. If no packing date is found, list "N/A".

(6)   AMOUNT USED - List amount of foods used during a day and subtract the same amount from the BALANCE ON HAND Column.

(7)   AMOUNT LOST - List amount of food lost or disposed of and subtract the same amount from the BALANCE ON HAND Column.

   NOTE: All losses over $100 must be reported to the Food Distribution Office in Frankfort on form KY-FD-6-FL. Also, quantity and other pertinent information must be recorded on the "Food Loss Record" Form, KY-FD-40, kept in the back of the Perpetual Inventory notebook. This information will be checked when Administrative Reviews are conducted.

(8)   TRANSF IN (+) - List amount of foods transferred in and increase the BALANCE ON HAND Column by the same amount. Beside the amount, note where the food came from. (Record packing date in Column 5)

(9)   TRANSF OUT (-) - List amount of foods transferred out and subtract the same amount from the BALANCE ON HAND Column.

Beside the amount, note the location where the food was transferred to. (Record packing date in Column 5)

(10)   UNIT COST - List the SMALLEST UNIT price in this column. This can be obtained by dividing the case price by the number of smallest units in a case.

EXAMPLE:

COMMODITY	CASE PRICE	÷	UNITS PER CASE	=	UNIT PRICE
Salad Oil	15.51	÷	6	=	2.59
Macaroni	4.37	÷	1	=	4.37
Butter	36.36	÷	36	=	1.01

(11)   BALANCE ON HAND - Balance on hand is determined by the addition or subtraction for quantities RECEIVED, USED, LOST, TRANSFERRED IN, or OUT.

P.I. -   (Physical Inventory) - A physical inventory must be taken at the end or beginning of each month and documented on the Perpetual Inventory (KY-FD-20) with eh INITIALS of the person taking inventory. The CORRECT PHYSICAL COUNTY must be listed in the BALANCE ON HAND column. If there is a variation between the physical county and the book balance, an attempt should be made to determine the reason and the situation corrected.

If you have any questions pertaining to these instructions, contacting the Food Distribution Regional Coordinator in your area, or the Food Distribution Office in Frankfort.

KY-FD-20
(Rev. 5/95)

PERPETUAL INVENTORY USDA FOODS

(W) - List this symbol in AM'T REC'D
column if food came from Food
Distribution Warehouse.

P.I. = Physical Inventory

Commodity: _____

Kept by Number of: _____

DATE	AM'T REC'D	PACK DATE	AM'T USED	AM'T LOST	TRNSF IN (+)	TRNSF OUT (-)	UNIT COST	BALANCE ON HAND

KENTUCKY DEPARTMENT OF AGRICULTURE